

# PRIVACY NOTICE FOR DEPUTYSHIP TEAM

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

## Who are we?

Deputyship Team - South Gloucestershire Council

## Legal Basis for processing information:

Mental Capacity Act 2005 – we are appointed as Court of Protection Deputy  
The Care Act 2014  
Department for Work and Pensions – as Corporate Appointee  
Court of Protection  
Office of Public Guardian – Public Authority Deputy Standards  
Therefore, we have established our lawfulness of processing in accordance with GDPR Article 6.1 (e) - Exercise of official authority.

## Your Information

This Privacy Information relates to the personal information we have collected for adults lacking capacity to manage their finances, property and affairs who do not have an appropriately authorised adult to act on their behalf. This is carried out through our referral process (via social services), or from clients homes, friends and family.

South Gloucestershire Council is the data controller for information outlined in this privacy notice.

## Type of information collected from you

You should be aware that the information we collect in relation to Corporate Appointee of Deputyship, enables the team to carry out its duty and functions, provide you with a service and continue to make service improvements. It includes (where relevant)

- name
- date of birth
- national insurance number
- address
- residential or care address, if different
- marital status
- how your care is funded
- household details
- next of kin details

- other family or friends
- care provider
- mental capacity
- proposed care and support arrangements
- financial details
- tenancy or property details where appropriate
- solicitor and General Practitioner details
- details of any will
- outstanding debts, household expenses, disability related expenditure
- contact phone number and/or email (for yourself and any representative if you choose to provide this).

If you do not provide this information we may not be able to assist you with managing your money

### **How we'll use your information**

Management of all aspects of the client's personal finances in line with acting as Corporate Appointee or the Court Order including but not exclusively: payment of bills, management of payments, income and benefits, acting on behalf of data subject online where necessary (setting up and administering email accounts and user registrations), liaising with the Department for Work & Pensions (DWP), Provision of information to the Court of Protection for a Deputy application, reporting to the Office of the Public Guardian at least annually and any other aspect of managing personal finances, property and affairs for the client.

### **Who we can share your information with**

Personal Data is shared with the Court of Protection, Office of the Public Guardian, DWP, HMRC, Social Work Teams, Care and Support Agencies and any other organisation or person deemed necessary in order to exercise our duty under the Court Order or Corporate Appointee status, in managing the client's finances in their best interest. Only necessary and relevant data will be shared and this will be limited to the requirement of each individual situation and occasion.

### **How we store your information**

Your data is stored securely on our systems and accessed only by authorised officers of South Gloucestershire Council by using their own Username and Password all created in-line with pre-defined user credentials. Personal data is also held in electronic files on the Councils network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites, any transmission is at your own risk. Once we

have received your information, we will use strict procedures and security features to try to prevent unauthorised access, and any exchanges of information carried out once we are in receipt of your data will be done securely.

Any personal data held in paper format is held in lockable filing storage, and accessed only by authorised officers, as is data held on audio or CD/DVD media. Data may be stored in paper form and is always secured in lockable cabinets when not in use. Access to Council sites is also secure requiring a person electronic pass (lanyard) to access staff only areas.

### **How long we'll keep your information**

We keep all records relating to the management of Corporate Appointee or Deputy client's for the duration that you receive services from the council and for 6 years plus the current year from notification of the client's death or discharge of the Local Authority from the Deputyship Court Order.

### **Transferring your information overseas**

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

### **Your rights**

You have the right to access the personal information we hold about you. Any access requests are free of charge.

If the information we hold about you is inaccurate, you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to ask us to erase your personal data in certain circumstances ('right to be forgotten').

You have the right to ask us to stop or restrict the processing of your personal data, in certain circumstances. Where possible, we will seek to comply with your request, but we may need to hold or process information to comply with a legal requirement

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at [DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk) or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.

